

# *QuickMenu*

by CRESCENT SOFTWARE

a complete DOS menu system



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# **QuickMenu**

## **INTRODUCTION**

Thank you for purchasing QuickMenu. We believe we have achieved our goal in creating a Menu program that is truly user-friendly while providing the speed and flexibility demanded by a sophisticated programmer. You will find the program easy to understand, and in most cases its operation will be obvious. This manual is intended to augment the QuickMenu system help screens and briefly describe additional options and features.

## **WHAT IS QUICKMENU**

QuickMenu is designed to simplify and speed up the process required by DOS to access programs, DOS commands and other utilities. It is recommended for users who have hard disks and several application programs that they use at least occasionally. QuickMenu provides the operator with a menu (or several menus, as necessary) from which to select these programs.

This eliminates the need to remember which subdirectory each program resides in and its DOS file name. With minimal knowledge about running programs, an inexperienced user can set up a system that is appropriate for his or her own needs.

## QuickMenu

Alternately, the experienced operator could easily set up the system for those less experienced, who could then avoid the bother of learning DOS. Menus are ideal for people who must be able to run programs and DOS commands, but who don't understand the intricacies of DOS.

QuickMenu is a sophisticated program that lets you create and manipulate menus containing a series of DOS commands which must be executed when a choice has been selected. The menu program becomes a valuable tool since it allows the operator to easily navigate through directories on a hard disk, or execute a number of commands by pressing a single key.

Most DOS menu programs remain resident in a PC's memory. The problem with this approach, however, is that the menu program itself takes up valuable memory, while the other programs are run. Depending on the size of the menu program, that much less system memory is available to the application. Instead, QuickMenu creates and runs a batch file when a choice is selected. Additional commands are automatically placed at the end of this file which return the user to QuickMenu when the program is finished. Therefore, all of the PC's memory will be available for the chosen application.

**THE FILES ON YOUR DISTRIBUTION DISKETTE**

Your diskette contains the following files:

<b>QMENU.EXE</b>	The QuickMenu program
<b>QMENU.QSL</b>	The QuickMenu Help file
<b>QMRT.EXE</b>	The runtime version of QuickMenu for distributing to inexperienced users (it does not provide the options for changing the menus and commands).
<b>CONVERT.EXE</b>	For owners of the previous version of QuickMenu (1.01). Converts the menus to the new format Version (after 1.5).
<b>README</b>	If present on your disk, contains additional documentation that has been added since this manual was printed.

### QUICK START FOR ADVANCED USERS

QuickMenu is simple to operate and relatively foolproof for experienced users. It is intuitive and instructions are always printed on the screen. If you know how to work with batch files there is little more that you need to learn. Help is always available when you press the <F1> key. Reading the help screens is probably all you will need to begin using the program. This manual will serve as a reference if any problems arise, or to learn the finer points of QuickMenu.

To get QuickMenu up and running:

1. Copy the QMENU.EXE and QMENU.QLS files to your hard disk. You can run QuickMenu from the root directory or, alternatively, you can create a special directory, such as QMENU, to hold your QuickMenu files.
2. Make the directory that contains the QuickMenu files your default directory and type:

**QMENU**

3. Follow the instructions on the screen.



## GETTING STARTED

QuickMenu may be installed either in the root directory of your hard disk or in its own directory. As a general rule, we recommend that all application programs, including QuickMenu, be stored in their own directories in order not to clutter up the root directory. However, personal preference and work habits may suggest that QuickMenu be kept in the root directory.

If a system has two hard disks, QuickMenu should be installed on the drive the system boots from (usually Drive C).

To install QuickMenu in a separate directory named QMENU on Drive C, insert your distribution diskette into Drive A and enter the following commands:

```
C:
MD \QMENU
CD \QMENU
COPY A:QMENU.* C:
```

This will first create a directory named QMENU on Drive C, and then copy all of the necessary files to that directory.

To install QuickMenu in the root directory of Drive C, insert the diskette into Drive A and enter:

```
C:
CD \
COPY A:QMENU.*
```

## QuickMenu

This will copy the QuickMenu program (QMENU.EXE) and its library of help screens (QMENU.QSL) to the root directory of Drive C.

### STARTING QUICKMENU

To run QuickMenu, you must first be in the correct directory. If you have just copied the QuickMenu files using the above instructions, you will be in the proper directory. If you are not sure, simply type:

CD\QMENU and press <Enter>

Notice that on some keyboards the Enter key is called Return.

If QuickMenu is installed in the root directory type:

CD\ and press <Enter>

Then, to start QuickMenu type:

QMENU and press <Enter>

In most cases you will want QuickMenu to run automatically each time the PC is started. DOS always executes commands in a file called AUTOEXEC.BAT, (if it is present) when the computer is first turned on. The AUTOEXEC.BAT file is run again whenever the <Ctrl> + <Alt> + <Del> key combination is used to restart (reboot) the computer. If you have an AUTOEXEC.BAT file, simply add the following commands to the end of the file using a text editor.

```
C:
CD \QMENU
QMENU
```

If QuickMenu is in the root directory of drive C, add the following commands to the end of the AUTOEXEC.BAT file instead:

```
C:
CD \
QMENU
```

### IMPORTANT:

These commands must be the last commands in the AUTOEXEC.BAT file.

## QuickMenu

If an AUTOEXEC.BAT file is not already present, it can be created simply by using these steps:

```
COPY CON: C:\AUTOEXEC.BAT
```

Then type the three commands shown on page 7 (depending on which directory you are using). At the end of the third line press the <F6> key and then the <Enter> key. The AUTOEXEC.BAT file will be saved to the root directory on Drive C. Remember to press the <Enter> key at the end of each line.

### SETTING UP QUICKMENU

The first time QuickMenu is started, you will be presented with a title screen and a flashing message to press any key. Once you have pressed a key, QuickMenu will display a blank screen and inform you that no menu exists yet. Press any key to begin creating the main menu.

First you are asked to enter the menu's title, which will be displayed at the top of the screen when QuickMenu is running. Enter any descriptive title you like (up to 25 characters).

Example:

Acme Products - Main Menu

Next you are asked to enter the text that will be used to describe choice number one.

For example, if you want Lotus 123 to be the first menu choice, you would type:

Lotus 123

Now you must tell QuickMenu whether this choice is to execute one or more DOS commands, or branch to another menu. DOS commands are the commands you would enter at the DOS prompt. For example, DIR, TYPE, or the name of a program such as a word processor or spreadsheet. To specify DOS commands you would press the letter "D" key.

If you want to add a menu instead, enter the letter "M". This choice would select another menu to branch to. That option will be further explained in the section titled "Adding Menus." For now, we will discuss adding DOS commands, so enter the letter "D".

Next, you will see a screen with 20 blank lines (the screen editor) which allows you to enter and modify the DOS commands to be executed by QuickMenu. Make sure each command is entered on a separate line. Depending on how your disk is organized, a typical series of commands might be:

```
CD \LOTUS
123
```

## QuickMenu

When you have entered all of the commands, press <Enter> to go to the next blank line and press <Enter> again. QuickMenu will ask you to confirm the commands and will then return to the main screen.

Nine selections per menu are permitted. Each selection can execute up to twenty commands, and each command can contain up to sixty characters.

Full Screen Editor	
Item Name: Lucid 3d spreadsheet	Menu/DOS Item: D
16:	88
1	CD\LUCID
2	lucid :
3	{Enter Spreadsheet to work on}
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
F7-Delete line F8-Insert line ALT+F10-Import ALT+F9-Export	

### IMPORTING AND EXPORTING FILES

If you already have batch files to run programs, you may import each batch file into QuickMenu. This eliminates having to type all of the commands. As shown on the Editor screen, press the <Alt> + <F10> keys at the same time. You will then be asked to enter the name of the batch file. If the batch file is not in the QuickMenu subdirectory (which is likely), you must specify the full path file name. For example:

```
C:\BATCH\123.BAT
```

After pressing <Enter>, the 123.BAT file will appear on the screen at the line where the cursor was. If the batch file is longer than 20 lines, only the first 20 lines will be included. However, the original batch file will remain intact.

#### NOTE:

If you start on line 1, a total of 20 lines may be imported. If you start on any other line, Quickmenu tells you how many lines can be imported.

The batch file can then be edited by removing or changing lines as needed for use with QuickMenu. For example, to prevent the screen from being distracting while a batch file is executing many batch files begin with:

```
ECHO OFF  
CLS
```

## **QuickMenu**

Since QuickMenu does this automatically, you should delete these lines from any batch files that are imported. Use the up or down arrow keys to move the cursor to the line you want deleted and press <F7>. For more instructions on making changes to imported batch files, see the section "How To Write Commands To Work With QuickMenu" below.

The QuickMenu editor export feature can be used to create batch files or to copy commands from one menu to another. To export the information in the QuickMenu editor, press <Alt> + <F9>. You will be prompted for a file name to create. If you give a name of an existing file, QuickMenu warns you that it will be overwritten. You have the option to use the name or select another. Also, this will export all of the lines in the editor window. If you only need a portion, the file will have to be edited later.

### **MENU OPERATION**

Using QuickMenu is both fast and logical. To run any programs on the menu, simply select the item by its number, or use the arrow keys or spacebar to highlight a selection and then press <Enter>.

If the menu selection is to run a program or DOS command, QuickMenu will instantaneously create and run a batch file using the commands that were entered earlier. If the menu selection is to branch to another menu, you will promptly be placed in the selected menu.



## QUICKMENU COMMANDS

Normally you would type one command on each line in the screen editor. The first two commands would typically select the drive and directory in which the program to be executed is stored. The next command would be the name of the program to execute.

It is not necessary to enter instructions to return to QuickMenu, since these are added automatically. Also, the commands "ECHO OFF" and "CLS" are added at the beginning of the batch file that QuickMenu creates, so subsequent commands will not be printed on the screen while the batch file is running.

If you are running a program or DOS command (such as DIR or TYPE) that prints information on the screen (which you would want to read before returning to QuickMenu), add the following line after the command:

**PAUSE**

This tells the computer to pause so you may read the screen. The message "Press any key to continue" will then appear. After pressing a key, you will be returned to QuickMenu.

## QuickMenu

Only one DOS command should be typed on each line. However, more than one command may be used when "piping" using the bar character (|) to separate the commands. For example, to print a directory sorted by file name on the screen you would enter:

```
DIR | SORT | MORE  
PAUSE
```

If a single command longer than sixty characters is required, enter a semicolon (;) and continue on the next line as shown below:

```
DIR C:\LOTUS\PAYROLL ;  
| SORT | MORE
```

QuickMenu will append the lines internally, and treat them as one command. Remember that commands and their arguments (such as file names) need to be separated by a space. Therefore, you must add at least one space before the semicolon.

If you need to insert a line press the <F8> key, and a blank line will be inserted for the additional command. Similarly, to delete a line, move the cursor to the line to be erased and press the <F7> key. Be careful! The entire line will permanently disappear once it is deleted. To restore the line, it must be retyped.

Once you have typed all of the commands for a particular choice, simply press <Enter> on the *next* blank line. You may then continue to add menu choices and commands (up to nine choices per menu, and twenty commands per choice). When you have completed the last selection, press the <Esc> key.

### INTERACTIVE COMMANDS

If a program needs additional command line information, QuickMenu's interactive command feature may be used to prompt for the parameters when that menu choice is selected.

QuickMenu may be instructed to prompt for and accept user input after the menu option is executed. To create a prompt message, press <F3> while entering the DOS commands. This will put a "{" character on the line. Then type the prompt message (up to 30 characters). When you are finished, press <F4>, which will close the message with a "}" symbol. To accept user input press <F6>. The "/" indicates that the command needs further information from the user. Input is limited to 25 characters.

You may also add a chime (beep) to get the user's attention by pressing <F9> on a separate line.

If you don't want to prompt for input but just want a message to appear, put a number from 1 - 9 after the "{" symbol. This indicates the number of seconds to display the message. If the number is omitted, the user will be asked to press a key to continue.

## EXAMPLES OF INTERACTIVE COMMANDS

### TO PRINT A FILE ON YOUR PRINTER

- |                                 |               |  |
|---------------------------------|---------------|--|
| <b>1: COPY ;</b>                | <b>&lt; =</b> | Semi-colon<br>to continue line         |
| <b>2:  Enter File Name ./ ;</b> | <b>&lt; =</b> | Prompt and wait<br>for Input           |
| <b>3: PRN &gt; NUL</b>          | <b>&lt; =</b> | NUL suppresses<br>messages from<br>DOS |

### TO OBTAIN A SORTED DIRECTORY

- |                                   |               |  |
|-----------------------------------|---------------|--|
| <b>1: DIR ;</b>                   | <b>&lt; =</b> | Semi-colon to<br>continue line                     |
| <b>2:  Directory to List? ./;</b> | <b>&lt; =</b> | Prompt and wait<br>for Input                       |
| <b>3:   SORT   MORE</b>           | <b>&lt; =</b> | Sort Directory<br>and page it                      |
| <b>4: PAUSE</b>                   | <b>&lt; =</b> | Pause at end,<br>prompt for any<br>key to continue |

## **ADDING MENUS**

Each QuickMenu menu screen offers up to 9 choices. To run more than 9 programs and/or DOS commands, additional menus can be created. Each menu choice may either execute a series of DOS commands or programs, or invoke another menu. The number of menus is unlimited.

It is usually a good idea to organize your programs to make menu selection easier. For example, there could be a menu to run file management commands such as DIR and COMP, another for utilities, and a third to run major programs such as a spreadsheet, a word processor and an accounting program. There might even be one to run games.

Programs or DOS commands that are frequently used can remain on the main menu. Then other menus which are selected from the main menu may be added. To set up these menus, First type in the title as you would for DOS commands. For example you might enter:

### **File Management**

Next you must tell QuickMenu whether this choice is to execute one or more DOS commands, or is to branch to another menu. Since it is a menu, enter the letter "M".

Add Items to Menu	
Item 9 Name:	File Management
Menu File Name:	FILEMGR - No Extensions Please

## QuickMenu

QuickMenu will then ask for the name of the menu to branch to. The name must be a valid DOS file name, so you must limit it to eight characters or less. Do not add an extension to the file name since QuickMenu adds one automatically.

If that menu doesn't yet exist when you select it, you will hear a chime, and then be shown a blank menu screen. The new menu will be set up using the same procedure as entries for the main menu, and you may add up to nine selections. This menu may also contain one or more other menus as choices. Multiple menus can be useful for DOS commands, grouping several programs of the same type, and so forth.

There is no limit to how complex you can make your menu structure except that:

- 1) No menu can have more than nine choices.
- 2) Each menu must have a unique name containing a maximum of eight characters.
- 3) Unlimited menus may be nested. However, menus that are nested more than fifty levels deep will not be able to return to the previous menu when <ESC> is pressed.

## MAKING CHANGES

Menu selections may be added or edited at any time, and the menu screen colors may also be customized for each menu.

To make any changes to the menu that is currently on the screen, press the <F10> key. You will then be given the option to either Add a new item or selection, Edit an existing selection, or Delete an existing selection.

To make your choice, simply press the key in brackets for the option that you want. For example, to add a new menu selection, press the letter "A". You will then be prompted in the same way as when you initially set up QuickMenu.

Add Items to Menu
Item 8 Name: Directory of documents
<M>enu or <D>OS command

## ADDING ITEMS

One feature you will find useful is QuickMenu's ability to insert new menu selections. When you select Add from the editing menu, the next available number will be used as a default. After pressing the Enter key, the new selection will appear at the end of the list. However, you may instead type a new number to insert the current choice into a particular position.

## QuickMenu

You may also reset all of the colors to their original default values by using one of the following key combinations:

Default colors automatically for your monitor type:

<ALT-D>

Force default colors to monochrome monitor standard like the Compaq portable or other computer with a CGA/EGA/VGA and a monochrome monitor:

<ALT-B>

Force default colors to color monitor standard:

<ALT-C>

## ADDING PASSWORD PROTECTION

With password protection, no one can access the protected menu or menu item without first providing the correct password.

Separate passwords may be added for each menu choice. However, passwords cannot be added to individual menus until a *system password* has been entered.

The system password is a type of master switch to the menu. When the switch is on (system password used), any or all menu items can have individual passwords. If the switch is off, none of the individual passwords are active though they are still in place.



The system password is usually defined by the administrator or the owner of the P.C. the menu is on. In a large user base, it is possible to have a Main menu with a sub menu for each department, each with its own password. As added protection against tampering, the system password must be entered before any editing or changes can be made to the menu.

A password consists of any combination of eight letters, numbers or other characters. Understand that capital letters in a password *must* be typed as capitals when entering the password later. In other words, a password must always be entered exactly as it was originally entered for the program to accept it.

To activate the password system, press the <F10> key, and then the letter "S" for System password. When prompted, type in the password exactly as it will be entered by the administrator.

Be sure the password is easy to remember without having to write it down. Company names, people's initials, nicknames, and so forth, are all pretty obvious to someone who wants to break in to your system, so be creative!

If a system password has previously been entered, you must enter it again whenever trying to access or change a menu. However, after you have correctly typed in the password, you may delete it and eliminate password protection entirely. This is done by pressing the letter "S" (for System password) and then <F7>.

## **QuickMenu**

Because individual menu passwords are not activated if there is no system password, a quick and easy way to deactivate all of the individual menu passwords is by deleting the system password. Without a system password, all menus may be freely accessed. However, if the system password is reinstated, any menus that previously had passwords will again require them for access.

### **OTHER CAPABILITIES**

Besides simply listing a series of DOS commands and programs to be run, QuickMenu also includes several useful options. Most of the information you will need is contained in the QuickMenu help screens, though there are a few additional capabilities worth mentioning here.

When QuickMenu first starts, it reads a file named TRAIL that contains, among other things, the system date from the last time the program was run. If the current date is the same, QuickMenu does not bother to load its help screens from disk or display the opening title. If the trail file does not exist, QuickMenu will create it.

Each time QuickMenu is first run, it also checks the current system date, and if it is 01/01/80, the operator will be asked to enter the current date and time. You can tell QuickMenu to ignore the system date by starting it with the letter "D" as a command line argument:

**QMENU D**

There may be occasions when you want to execute a program but *not* return to QuickMenu, for example when running a program that parks the heads on a hard disk. In that case, press <F2> by itself on the last line of the command list. This will enter the Greek letter Omega, which is QuickMenu's indicator not to include the statements to run itself at the end of the batch file.

### SHELL TO DOS

QuickMenu allows you to temporarily return to DOS by pressing <F3> from any menu. Shell can be helpful when you forget a directory or a program name. After pressing <F3> the DOS prompt will be displayed. The directory in which QuickMenu is installed will be the current directory. From there you can change to any other directory or do most DOS commands with the exception of those that remain resident in memory. Two DOS commands that do this are Print and Mode. Also when in the DOS shell, you should not run any TSR (terminate and stay resident) programs. See the explanation of TSR's at end of this manual.

### EXIT QUICKMENU

There are three ways to exit QuickMenu. Press <F5> and answer "Y", press <ESC> from the main menu and answer "Y", or press <ALT-F5> to exit without confirming with "Y".

### ADVANCED USERS:

### TECHNICAL DETAILS

QuickMenu is written in QuickBASIC 4.0, and uses a number of external assembly language routines from Crescent Software's QuickPak Professional utility package.

The opening title and all of the help screens were designed using Crescent Software's QBase Screen designer program. Most of the QuickMenu screens may be customized if you also have QBase. QuickBASIC programs can execute only .EXE programs using the RUN command, so we had to resort to some trickery to allow QuickMenu to run the batch files that it creates. Rather than use RUN, an assembler routine is used to place the name of the batch file into the PC's keyboard buffer, and QuickMenu is then ended. Thus, DOS responds to the keystrokes as if they had been entered at the keyboard manually.

As with all of our software, the source code is available to all purchasers of QuickMenu at no additional charge. Simply write "please send QuickMenu source code" when you fill out the enclosed registration card. QuickMenu was written using Microsoft's QuickBASIC compiler (Version 4.0). However, you will require QuickPak Professional to modify and recompile it.

## **THINGS THAT CAN GO WRONG**

### **BAD command or File Name:**

The selection you requested may not be in the correct directory. For example, asking for WordStar in the Lotus directory.

### **Complete crash of the program with an address number (1234:5678):**

The TRAIL or MENU.QMU files may be bad. Erase TRAIL and try running the menu program again. If the problem persists, copy QMENU.EXE from the original disks and try again. Make sure you do not load or unload memory resident software while in QuickMenu's Shell (F3).

### **The system does not return to QuickMenu after exiting the program:**

The program was invoked by a batch file. If you use a batch file (a file with the .BAT extension) to call a program, it will not return. QuickMenu can normally only invoke .COM or .EXE files, or do DOS commands. If you have a program that uses its own batch file, either import it while in the editor, or precede its name with COMMAND /C as shown below:

**COMMAND /C BATFILE**

### Insert Disk with COMMAND.COM:

When using the Shell command, QuickMenu executes a second copy of COMMAND.COM. This message will appear only if the PC was first started from a floppy disk. Simply insert a diskette that contains COMMAND.COM (such as your DOS master disk) into Drive A, and press the Enter key.

## VERY BASIC DOS

### DOS

Disk Operating System. The system which oversees and manages the operation of your computer.

### Batch Files

A file which contains a sequence of commands used to perform a task. A batch file eliminates the need for retyping several commands, and its name always ends with .BAT.

### AUTOEXEC.BAT

A special batch file that, if contained in the root directory, is run when the computer starts up.

### Boot

Turning the computer on.

### Reboot

Restarting the computer by pressing the <Ctrl> + <Alt> + <Del> keys simultaneously.

### COMMAND.COM

The part of DOS that interprets the commands which are entered by you or a batch file.

## QuickMenu

### Directory

A unit or division on a disk where a particular program is located.

### CD

Change directory command. Normally followed by the name of the directory you wish to change to.

Examples:

CD\LOTUS      Change to LOTUS directory.

CD\            Change to root directory.

CD            Tells which directory you are currently in.

MD            Make directory command. Always followed by the name of the directory you wish to be installed.

### Path

A list of one or more directories that tells DOS where to look for a program if it is not located in the current directory.

### Root Directory

The highest level in a disk's directory tree.

### Subdirectory

A further division or branch of a directory. Any directory other than the root.



**Drive**     The slot where a floppy disk is placed.

- A: The first drive
- B: The second drive
- C: The hard disk. No slot is visible since information is stored and retrieved internally.

**Escape**

<Esc> Returns the user to the previous menu or operation in most programs, or cancels a command.

**Format**

Prepares the disk to receive information by making tracks or partitions. If the disk is not blank, all files will be erased. NEVER format your hard disk since this will erase *everything* on it.

**Function Keys**

Begin with the letter "F" and a number from 1 through 10 or 12. For example, F1. These keys perform specific functions depending on the program being used.

**Prompt**

The letter that appears on the screen when DOS is waiting for further instructions. For example, C>.

**Syntax**

The correct way of saying something when talking to your computer.

## QuickMenu

### Special Note on TSR's (terminate and stay resident software)

When using memory resident programs with QuickMenu there are a few things to keep in mind. If you load a TSR (terminate stay resident) before running QuickMenu, do not unload it while QuickMenu is on the screen. For example, putting SideKick in your AUTOEXEC.BAT file before QuickMenu is fine. However, if you need to unload SideKick (Alt+Ctrl then Ctrl+Home+End), you must exit QuickMenu first (<F5>). You can then unload SideKick, and run QuickMenu again. It may be tempting to press <F3> in QuickMenu to shell to a DOS prompt and unload a TSR. Don't! Here's why:

#### RAM Memory

free space	
3rd program	<= QuickMenu
2nd program	<= TSR Program
1st program	<= DOS

As shown above, when you load a TSR before QuickMenu, it takes up space between DOS and QuickMenu. And if you remove the TSR while QuickMenu is running, DOS leaves a hole in memory where it was. When you shell from QuickMenu, that adds another layer (COMMAND.COM) and even more problems.

But, if you exit (<F5>) from QuickMenu, then the organization of your computer's memory looks like this:

### RAM Memory

free space	
free space	<= QuickMenu is gone
2nd program	<= TSR Program
1st program	<= DOS

Now you can remove the TSR safely.

QuickMenu can also run batch files, however, you must precede the file's name with the instruction:

"C:\COMMAND /C."

A better method would be to examine the batch file now used by the program, and add the same statements to QuickMenu using the Import function.







**Crescent Software, Inc.**

32 Seventy Acres, West Redding, CT 06896  
(203) 438-5300